

Enter Waiting List Placement and Removal

Summary

NOTE: Due to the dynamics of state government and the changing needs for the OASAS CDS (Client Data System), some items in this User Guide might have been removed from the live CDS. Similarly, some new information may appear in the live system that is not reflected in this User Guide. To find the most updated versions of CDS forms and instructions, click the Forms and Instructions tab on the page [OASAS Applications Home](#), located under CDS Documentation.

This User Guide reviews how to place an applicant on your program's waiting list in the Client Data System (CDS) and how to remove an applicant.

There are two sections in this User Guide:

- Enter New Waiting List Applicant
- Removal from the Waiting List

NOTE: It would be helpful to be logged into the OASAS Client Data System application to better follow this User Guide. For more information on logging into the OASAS Client Data System application, please review the Login and Change Password Tutorial or User Guide on the OASAS Applications Home page, located at https://apps.oasas.ny.gov/portal/page/portal/OASAS_APPS.

Enter Waiting List Placement and Removal

Step	Instructions	Image
1	<p>Welcome to the “Enter Waiting List Placement and Removal” User Guide.</p> <p>After you log into the OASAS Applications, you will be taken to the <i>OASAS Applications</i> page.</p> <p>To access OASAS Applications, you will click the Applications tab.</p>	 <p>The screenshot shows the OASAS Applications user interface. At the top, there is a header with 'New York State' and 'State Agencies' on the left, and a search bar on the right. Below the header, there is a navigation menu with 'Home', 'Applications', 'Data Warehouse', and 'Inquiry Reports'. The 'Applications' tab is selected. The main content area is divided into two columns. The left column contains 'Application Documentation' and 'Links'. The right column contains 'CDS Documentation', 'Forms and Instructions', and 'Consent Forms'. The 'Forms and Instructions' section lists several forms with their respective instructions.</p>

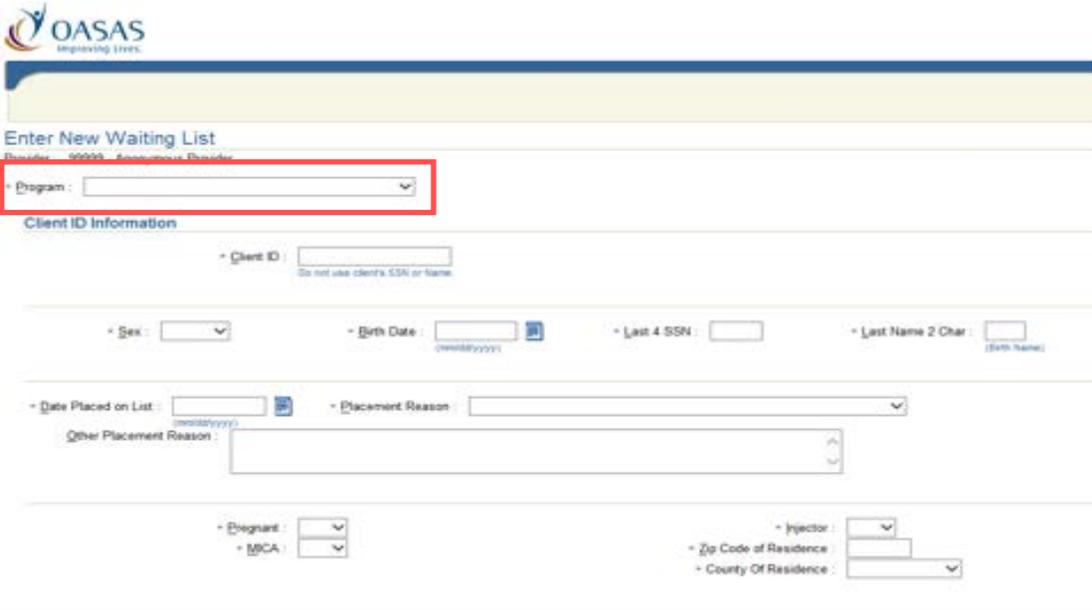
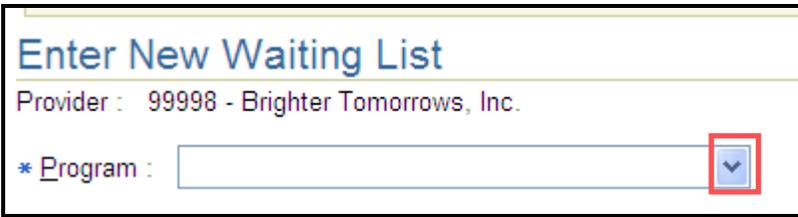
Enter Waiting List Placement and Removal

Step	Instructions	Image
2	To open the CDS Application, click the Client Data System link to go to the “CDS Home” page.	<p>The screenshot shows the New York State Client Data System (CDS) application home page. At the top, there is a header with 'New York State' and 'State Agencies'. Below the header, there is a date and time stamp: 'September 26, 2017 - Welcome CDS TestUser01 Manage Account'. A navigation menu is visible, including 'Client Data System', 'Gambling', 'Provider Directory System', 'Monthly Service Delivery', 'IPMES/Workscope', and 'Help'. A yellow warning box is present, stating: 'Applications and reports open in a separate browser and require pop-ups to be allowed for this website. Click the notepad icon next to each report link for details about the report.' Under the 'Client Data System Application' section, the 'Client Data System' link is highlighted with a red box. Below this are sections for 'STAR-QI Reports' (Performance Summary, Data Quality Monitoring, Missing Data Monitoring) and 'Client Data System Batch System'.</p>

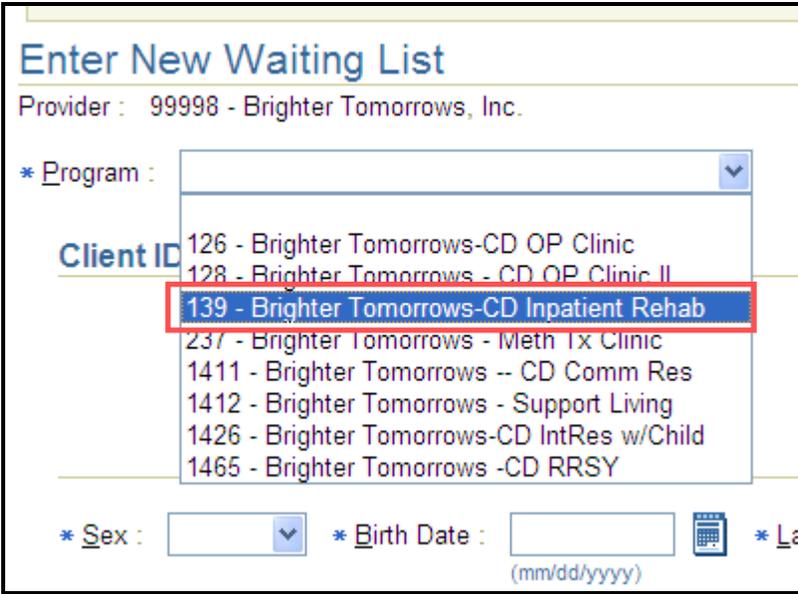
Enter Waiting List Placement and Removal

Step	Instructions	Image
<p>3</p>	<p>This is the “CDS Home” page. From here you can choose any of the links shown.</p> <p>To enter an applicant on the waiting list, you will first need to click the Waiting List link.</p>	
<p>4</p>	<p>Here you see the “Waiting List Search” page.</p> <p>To enter an applicant, click the New Waiting List button.</p>	

Enter Waiting List Placement and Removal

Step	Instructions	Image
5	<p>This brings you to the “Enter New Waiting List” page. From here you will use the dropdown list to select the program to enter the waiting list placement.</p>	 <p>The screenshot shows the OASAS logo at the top left. Below it is the title "Enter New Waiting List" and the provider information "Provider : 99998 - Brighter Tomorrows, Inc.". A red box highlights the "* Program :" dropdown menu. Below this is the "Client ID Information" section with a "Client ID" field. Further down are fields for "Sex", "Birth Date", "Last 4 SSN", and "Last Name 2 Char". There are also fields for "Date Placed on List", "Placement Reason", and "Other Placement Reason". At the bottom, there are fields for "Pregnant", "MICA", "Injector", "Zip Code of Residence", and "County Of Residence".</p>
6a	<p>You can use the mouse to open the dropdown list and select a Program. Click the down arrow for the Program field to open the dropdown list.</p>	 <p>This is a close-up of the "* Program :" dropdown menu. The text "Enter New Waiting List" and "Provider : 99998 - Brighter Tomorrows, Inc." is visible at the top. The dropdown menu is currently closed, and a red box highlights the small blue square with a white down arrow at the end of the input field.</p>

Enter Waiting List Placement and Removal

Step	Instructions	Image
6b	<p>Next, select the appropriate program from the Program dropdown list.</p> <p>This User Guide example shows how to place an applicant on the “139 – Brighter Tomorrows-CD Inpatient Rehab” waiting list.</p>	 <p>The screenshot displays a web form titled "Enter New Waiting List". At the top, it shows "Provider : 99998 - Brighter Tomorrows, Inc.". Below this is a dropdown menu labeled "* Program :". The dropdown is open, showing a list of options under the heading "Client ID". The option "139 - Brighter Tomorrows-CD Inpatient Rehab" is highlighted with a red box. Other options include "126 - Brighter Tomorrows-CD OP Clinic", "128 - Brighter Tomorrows - CD OP Clinic II", "237 - Brighter Tomorrows - Meth Tx Clinic", "1411 - Brighter Tomorrows -- CD Comm Res", "1412 - Brighter Tomorrows - Support Living", "1426 - Brighter Tomorrows-CD IntRes w/Child", and "1465 - Brighter Tomorrows -CD RRSY". At the bottom of the form, there are fields for "* Sex :", "* Birth Date :", and "* La". The birth date field includes a calendar icon and the format "(mm/dd/yyyy)".</p>

Enter Waiting List Placement and Removal

Step	Instructions	Image
7	<p>Fill in the remaining fields.</p> <p>The next several pages contain screenshots of what a filled in form might look like.</p> <p>Begin with the Client ID. The Client ID can be up to 20 alpha-numeric digits in length. It cannot start with a zero or a space and cannot end with a space.</p>	<p>The screenshot shows a web form titled "Enter New Waiting List" for provider "99998 - Brighter Tomorrows, Inc.". The "Program" dropdown is set to "139 - Brighter Tomorrows-CD Inpatient Rehab". The "Client ID" field contains "AB12345" and is highlighted with a red box. Below it, a note says "Do not use client's SSN or Name.". Other fields include "Sex: Male", "Birth Date: 9/19/1947", "Last 4 SSN: 0489", and "Last Name 2 Char: RE". The "Date Placed on List" is "8/21/2017" and the "Placement Reason" is "Insufficient certified capacity. Contacted OASAS FO, unable to refer". At the bottom, there are checkboxes for "Pregnant: No", "MICA: No", "Injector: No", "Zip Code of Residence: 12205", and "County Of Residence: Albany".</p>

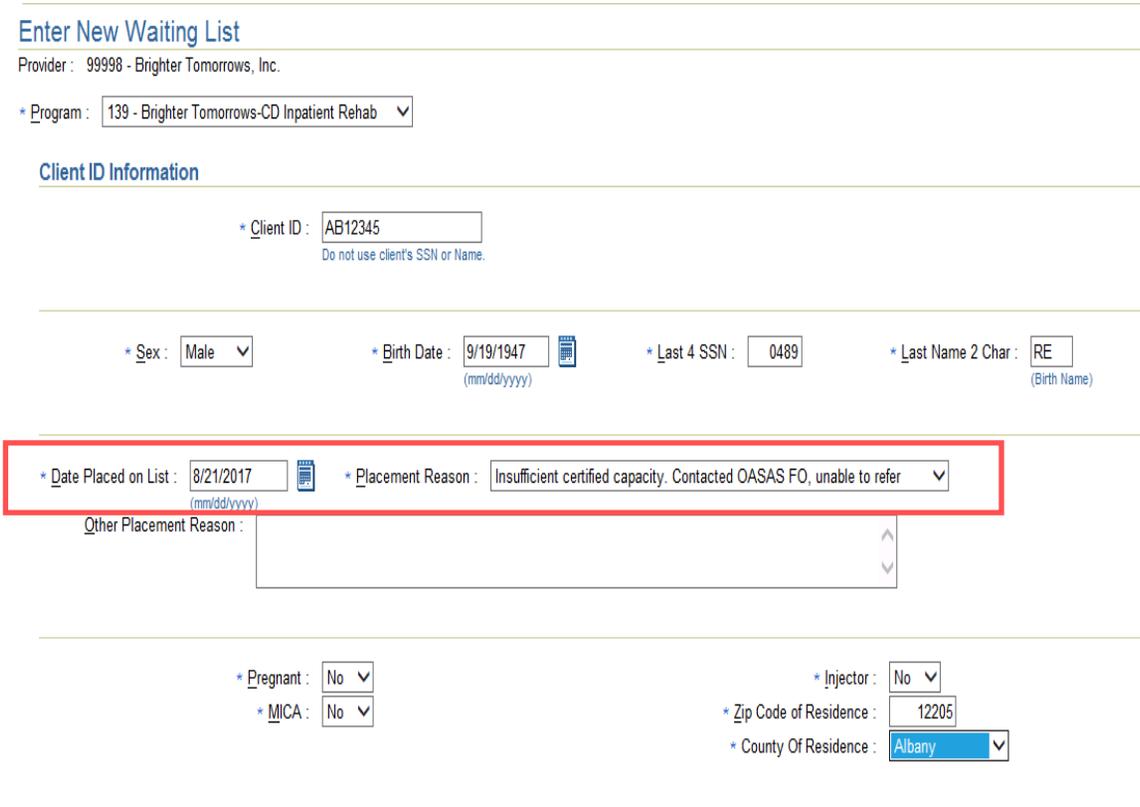
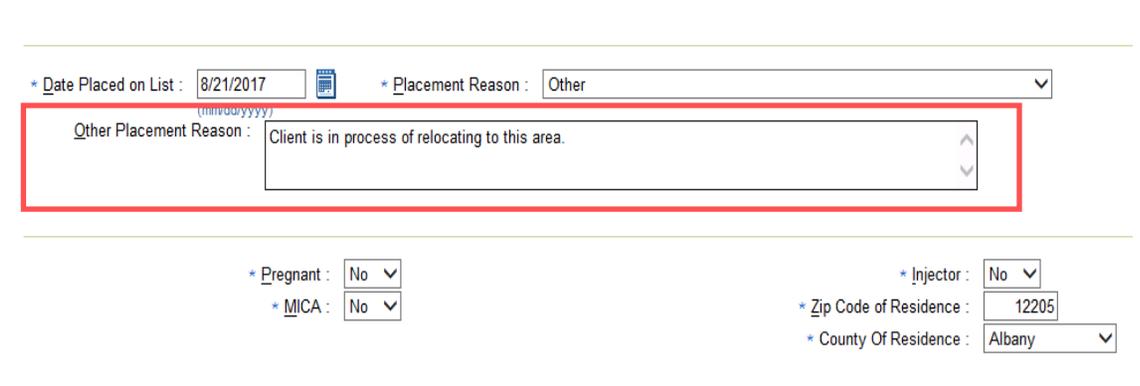
Enter Waiting List Placement and Removal

Step	Instructions	Image
8	<p>Fill in the data items that make up the client's tracking ID. This includes: Sex, Birth Date, Last 4 SSN, and Last Name 2 Char.</p>	<p>Enter New Waiting List Provider : 99998 - Brighter Tomorrows, Inc.</p> <p>* Program : 139 - Brighter Tomorrows-CD Inpatient Rehab</p> <p>Client ID Information</p> <p>* Client ID : AB12345 <small>Do not use client's SSN or Name.</small></p> <p>* Sex : Male * Birth Date : 9/19/1947 * Last 4 SSN : 0489 * Last Name 2 Char : RE <small>(mm/dd/yyyy) (Birth Name)</small></p> <p>* Date Placed on List : 8/21/2017 * Placement Reason : Insufficient certified capacity. Contacted OASAS FO, unable to refer <small>(mm/dd/yyyy)</small></p> <p>Other Placement Reason :</p> <p>* Pregnant : No * Injector : No * MICA : No * Zip Code of Residence : 12205 * County Of Residence : Albany</p>

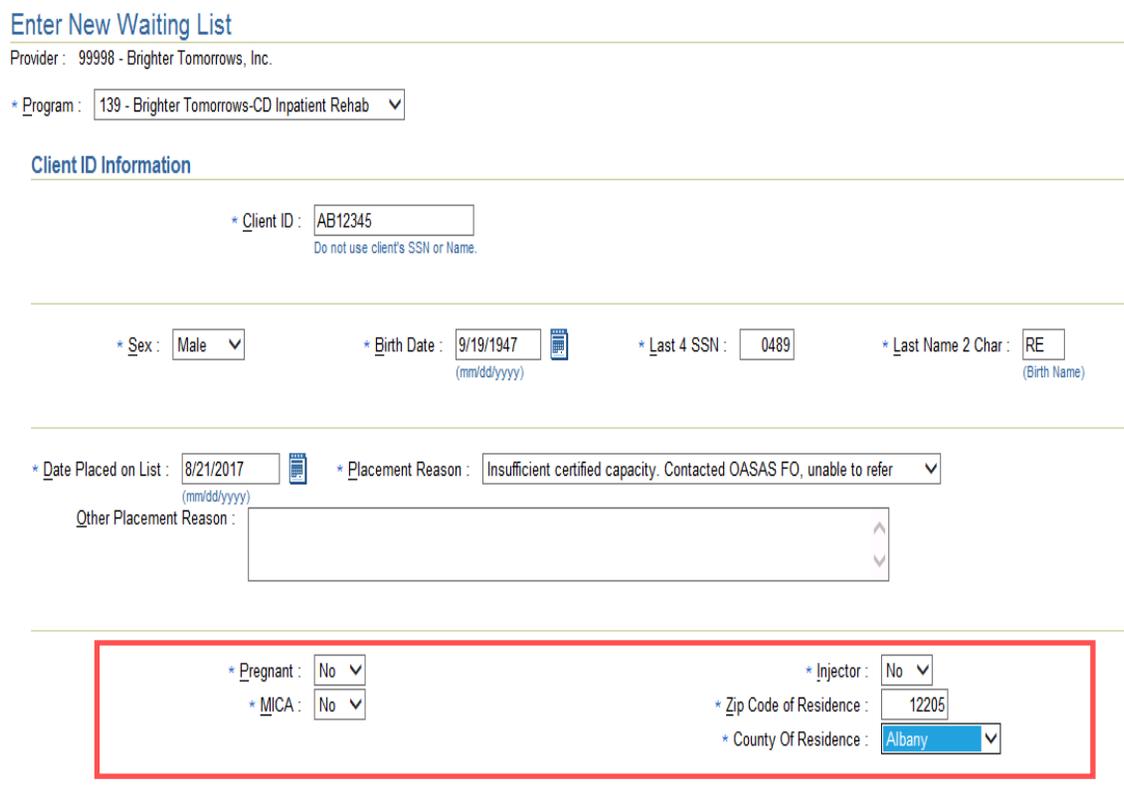
Enter Waiting List Placement and Removal

Step	Instructions	Image
9	<p>NOTE: When completing the field Last Name 2 Char, be sure to use the letters of the applicant's birth name (e.g., maiden name).</p>	<p>The screenshot shows the 'Enter New Waiting List' form with the following details:</p> <ul style="list-style-type: none"> Provider: 99998 - Brighter Tomorrows, Inc. * Program: 139 - Brighter Tomorrows-CD Inpatient Rehab * Client ID: AB12345 (Do not use client's SSN or Name.) * Sex: Male * Birth Date: 9/19/1947 * Last 4 SSN: 0489 * Last Name 2 Char: RE (Birth Name) - This field is highlighted with a red box. * Date Placed on List: 8/21/2017 * Placement Reason: Insufficient certified capacity. Contacted OASAS FO, unable to refer Other Placement Reason: (Empty text area) * Pregnant: No * MICA: No * Injector: No * Zip Code of Residence: 12205 * County Of Residence: Albany

Enter Waiting List Placement and Removal

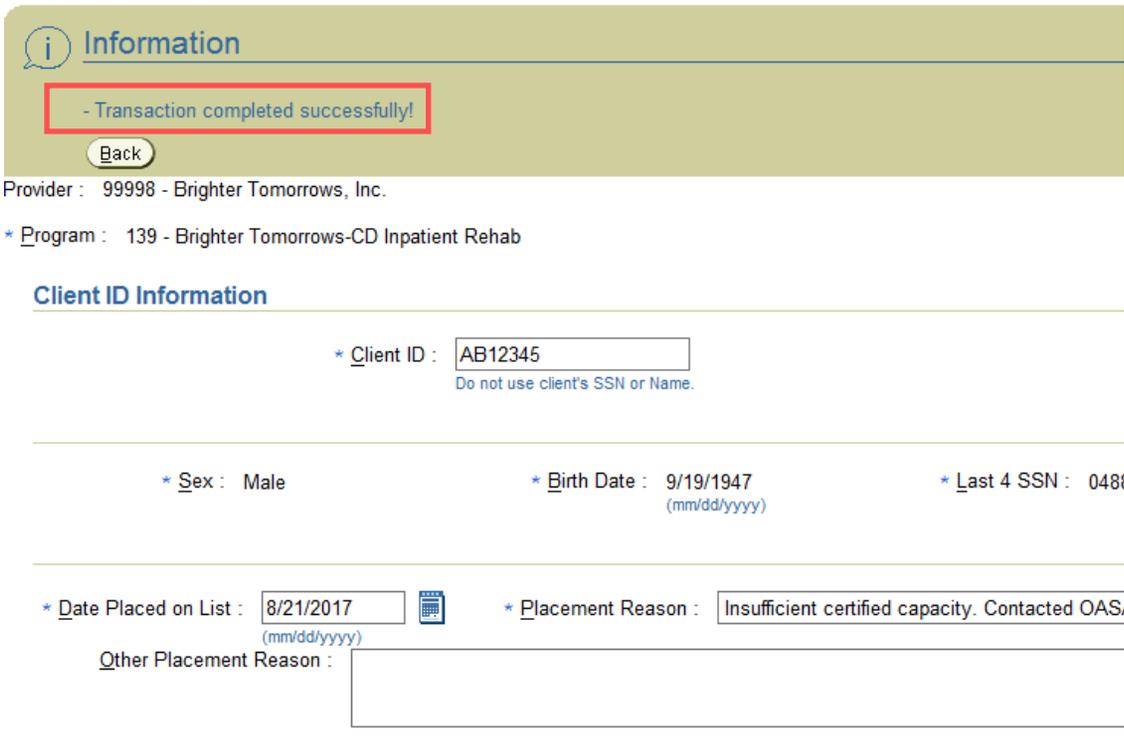
Step	Instructions	Image
<p>10a</p>	<p>Next enter the Date Placed on List. The date you enter is the date that the applicant has been determined to be eligible for admission into the program but were unable to admit.</p> <p>You can enter the date by typing the date into the textbox (MM/DD/YYYY) or using the calendar icon seen next to the Date Placed on List textbox.</p> <p>Next, select a Placement Reason from the dropdown by clicking on the down arrow.</p>	 <p>The screenshot shows the 'Enter New Waiting List' form. The 'Date Placed on List' is 8/21/2017 and the 'Placement Reason' is 'Insufficient certified capacity. Contacted OASAS FO, unable to refer'. The 'Other Placement Reason' field is empty.</p>
<p>10b</p>	<p>*If 'Other' is selected, a brief narrative demonstrating why the individual was placed on the waiting list rather than admitted will be required in the text box directly beneath the dropdown selection.</p>	 <p>The screenshot shows the 'Enter New Waiting List' form. The 'Date Placed on List' is 8/21/2017 and the 'Placement Reason' is 'Other'. The 'Other Placement Reason' field contains the text 'Client is in process of relocating to this area.'</p>

Enter Waiting List Placement and Removal

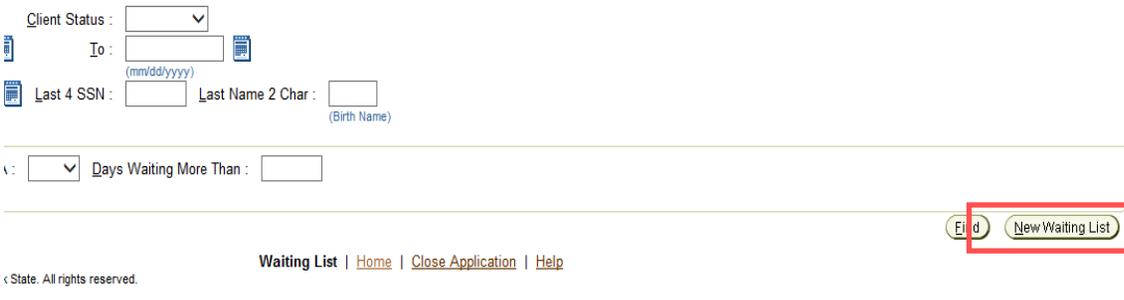
Step	Instructions	Image
<p>11</p>	<p>Additional demographic information is required such as: Pregnant, MICA, Injector, Zip Code of Residence and County of Residence.</p>	 <p>Enter New Waiting List</p> <p>Provider : 99998 - Brighter Tomorrows, Inc.</p> <p>* Program : 139 - Brighter Tomorrows-CD Inpatient Rehab</p> <p>Client ID Information</p> <p>* Client ID : AB12345 <small>Do not use client's SSN or Name.</small></p> <p>* Sex : Male * Birth Date : 9/19/1947 * Last 4 SSN : 0489 * Last Name 2 Char : RE <small>(mm/dd/yyyy) (Birth Name)</small></p> <p>* Date Placed on List : 8/21/2017 * Placement Reason : Insufficient certified capacity. Contacted OASAS FO, unable to refer <small>(mm/dd/yyyy)</small></p> <p>Other Placement Reason :</p> <p>* Pregnant : No * MICA : No * Injector : No * Zip Code of Residence : 12205 * County Of Residence : Albany</p>
<p>12</p>	<p>NOTE: The OASAS system matches the Zip Code field to the County field, so be sure that the zip code you are using is in the county you choose. If not, you will receive an error message.</p>	 <p>* Pregnant : No * MICA : No * Injector : No * Zip Code of Residence : 12205 * County Of Residence : Albany</p>

Enter Waiting List Placement and Removal

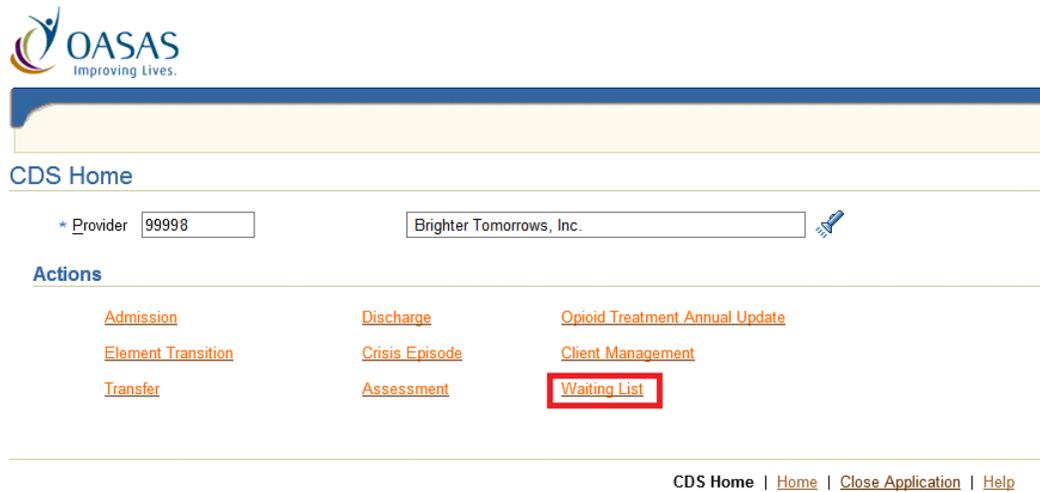
Step	Instructions	Image
13	Finally, click the Save button to save the completed placement.	<p>The screenshot shows a web form with the following fields and values:</p> <ul style="list-style-type: none"> Client ID: AB12345 (Do not use client's SSN or Name) Sex: Male Birth Date: 9/19/1947 Last 4 SSN: 0489 Last Name 2 Char: RE Date Placed on List: 8/21/2017 Placement Reason: Insufficient certified capacity. Contacted OASAS RO, unable to refer Other Placement Reason: (empty) Pregnant: No MICA: No Injector: No Zip Code of Residence: 12205 County Of Residence: Albany Removal Date: (empty) Removal Reason: (empty) Other Removal Reason: (empty) <p>Navigation links at the bottom: Back, Waiting List Home Close Application Help, and a highlighted Save button.</p>

Step	Instructions	Image
<p>14</p>	<p>When the transaction has been saved, you will see the following confirmation message: “Transaction completed successfully.”</p>	 <p>Information</p> <p>- Transaction completed successfully!</p> <p>Back</p> <p>Provider : 99998 - Brighter Tomorrows, Inc.</p> <p>* Program : 139 - Brighter Tomorrows-CD Inpatient Rehab</p> <p>Client ID Information</p> <p>* Client ID : <input type="text" value="AB12345"/> Do not use client's SSN or Name.</p> <p>* Sex : Male * Birth Date : 9/19/1947 * Last 4 SSN : 0488 (mm/dd/yyyy)</p> <p>* Date Placed on List : <input type="text" value="8/21/2017"/>  * Placement Reason : <input type="text" value="Insufficient certified capacity. Contacted OAS."/> (mm/dd/yyyy)</p> <p>Other Placement Reason : <input type="text"/></p>
<p>15</p>	<p>To continue entering applicants on the waiting list, click the Back button.</p>	 <p>Information</p> <p>- Transaction completed successfully!</p> <p>Back</p> <p>Provider : 99998 - Brighter Tomorrows, Inc.</p> <p>* Program : 139 - Brighter Tomorrows-CD Inpatient Rehab</p> <p>Client ID Information</p> <p>* Client ID : <input type="text" value="AB12345"/></p>

Enter Waiting List Placement and Removal

Step	Instructions	Image
<p>16</p>	<p>On the next screen, click New Waiting List, found on the bottom right of the screen, to add another application.</p>	 <p>The screenshot shows a web form with the following elements: <ul style="list-style-type: none"> Client Status: [dropdown menu] Io: [text input] (mm/dd/yyyy) Last 4 SSN: [text input] Last Name 2 Char: [text input] (Birth Name) Days Waiting More Than: [dropdown menu] Buttons: Find, New Waiting List (highlighted with a red box) Footer: < State. All rights reserved. Waiting List Home Close Application Help </p>
<p>17</p>	<p>To return to the “CDS Home” page to perform a different task, you would click the Home button at the top of the page.</p>	 <p>The close-up screenshot shows the navigation bar with the following elements: <ul style="list-style-type: none"> Home button (highlighted with a red box) Close Application button Help button Waiting List header Date and time: 11/6/2008 17:02:57.649 Version: H_H_WF_WG(2)v3 </p>

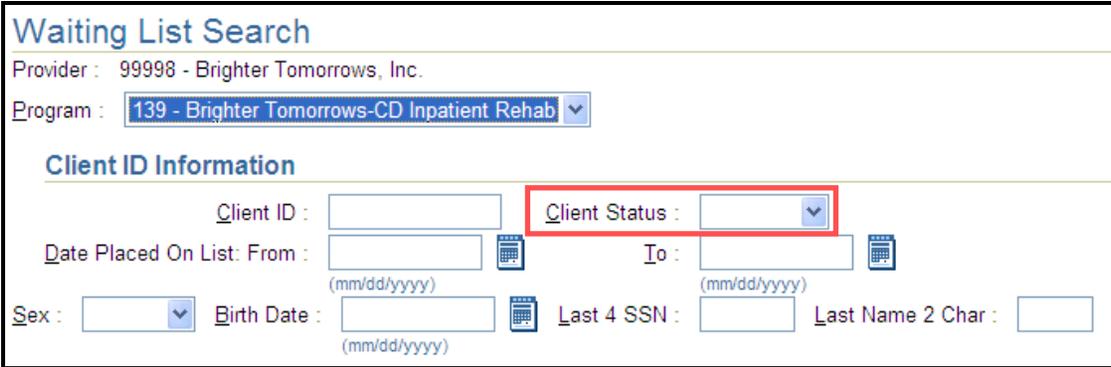
Removal from the Waiting List

Step	Instructions	Image
<p>18</p>	<p>The next part of this User Guide will show you the process of searching for and removing an applicant from the waiting list in the CDS System.</p> <p>NOTE: Once an applicant who is on the waiting list has been admitted into the same program, his/her information will automatically be removed from the waiting list. If the applicant is not admitted to same program, he/she must be removed them from the Waiting List, even if admitted to another program within the same provider.</p> <p>From the “<i>CDS Home</i>” page, you will click on the Waiting List link to open the “<i>Waiting List Search</i>” page, where you will select an applicant to remove from the waiting list.</p>	 <p>The screenshot shows the OASAS logo at the top with the tagline 'Improving Lives.'. Below the logo is a yellow header bar. The main content area is titled 'CDS Home' and contains two search input fields: one for 'Provider' with the value '99998' and another for 'Brighter Tomorrows, Inc.' with a search icon. Below these fields is an 'Actions' section with a grid of links: Admission, Discharge, Opioid Treatment Annual Update, Element Transition, Crisis Episode, Client Management, Transfer, Assessment, and Waiting List. The 'Waiting List' link is highlighted with a red rectangular border. At the bottom right of the page, there is a navigation bar with links for 'CDS Home', 'Home', 'Close Application', and 'Help'.</p>

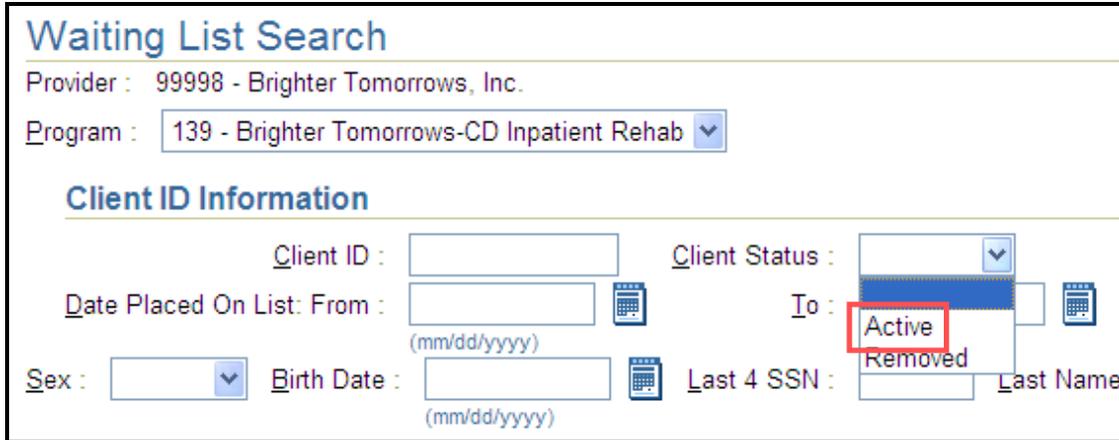
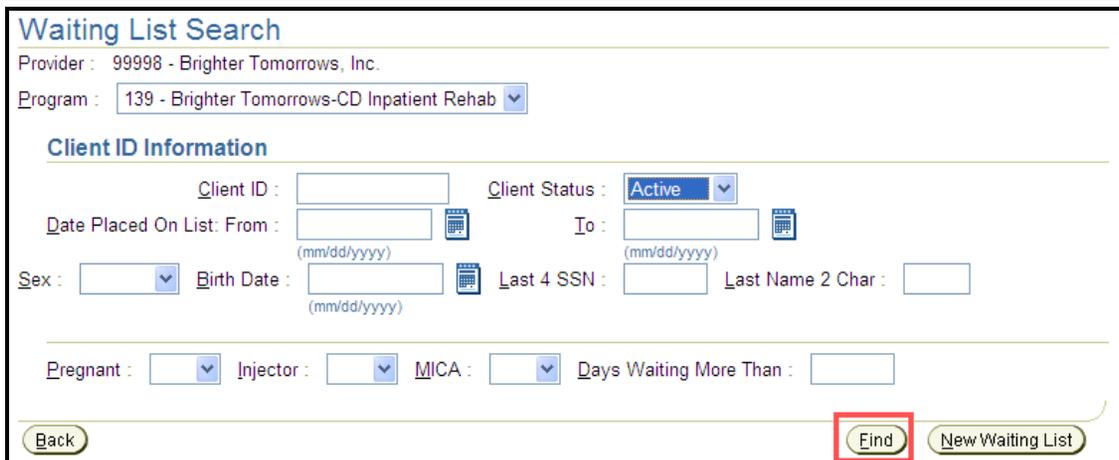
Step	Instructions	Image
<p>19</p>	<p>This brings you back to the “<i>Waiting List Search</i>” page, as shown here.</p> <p>First, you will use the dropdown list to select the Program from which the applicant is to be removed.</p> <p>You can use the mouse to open the dropdown list and select a Program.</p> <p>First, click the down arrow for the Program field to open the dropdown list.</p>	

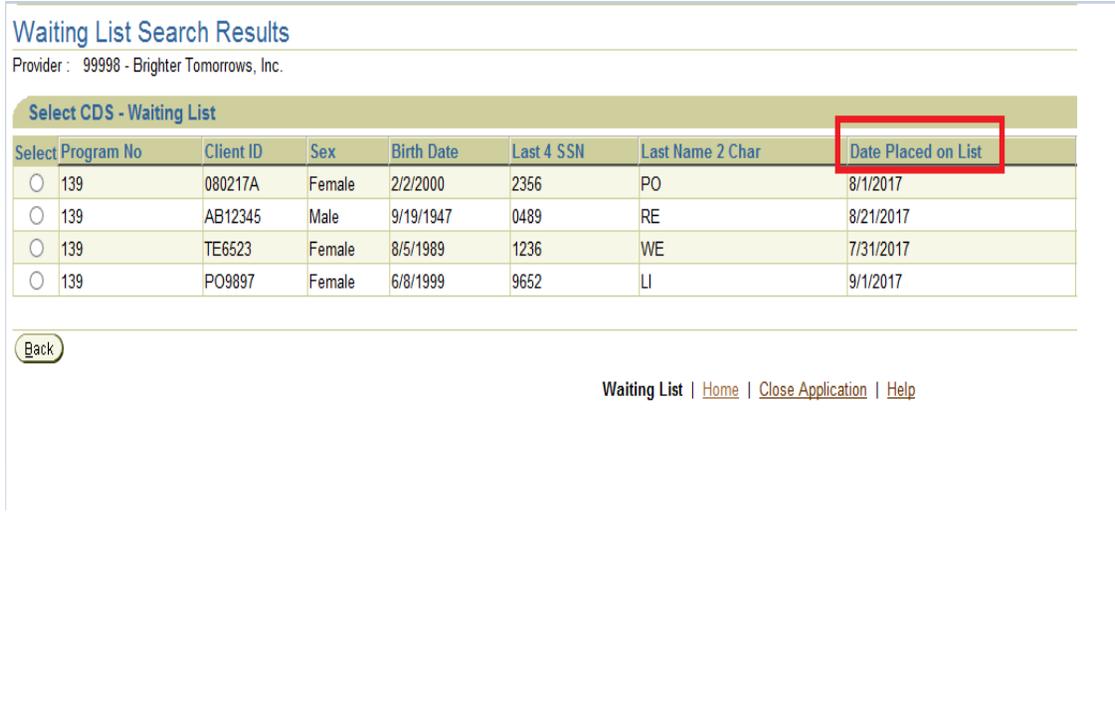
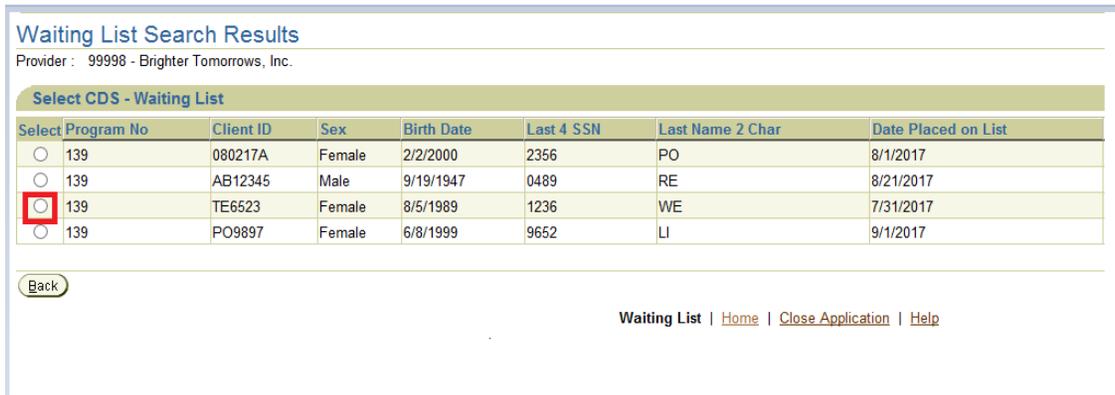
Enter Waiting List Placement and Removal

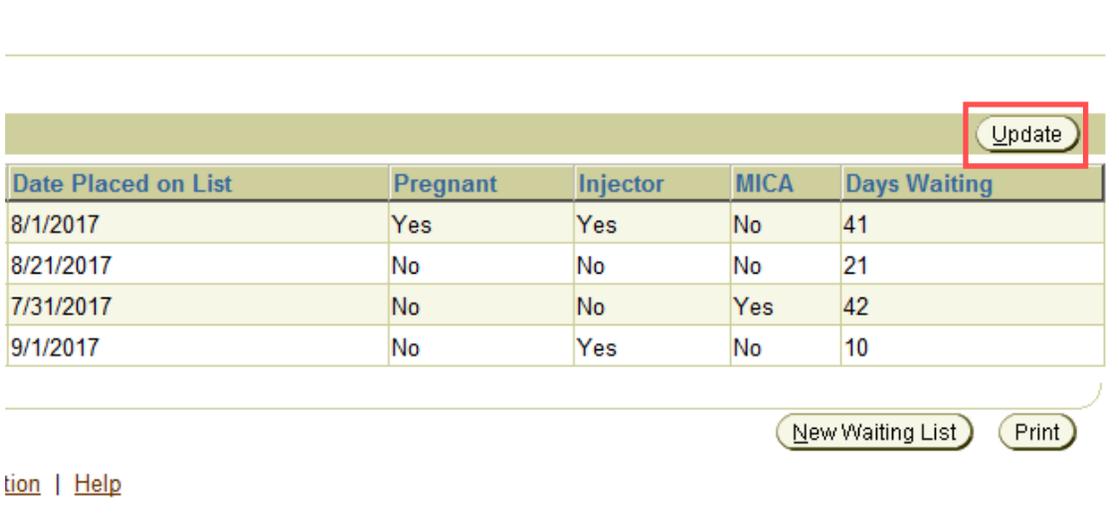
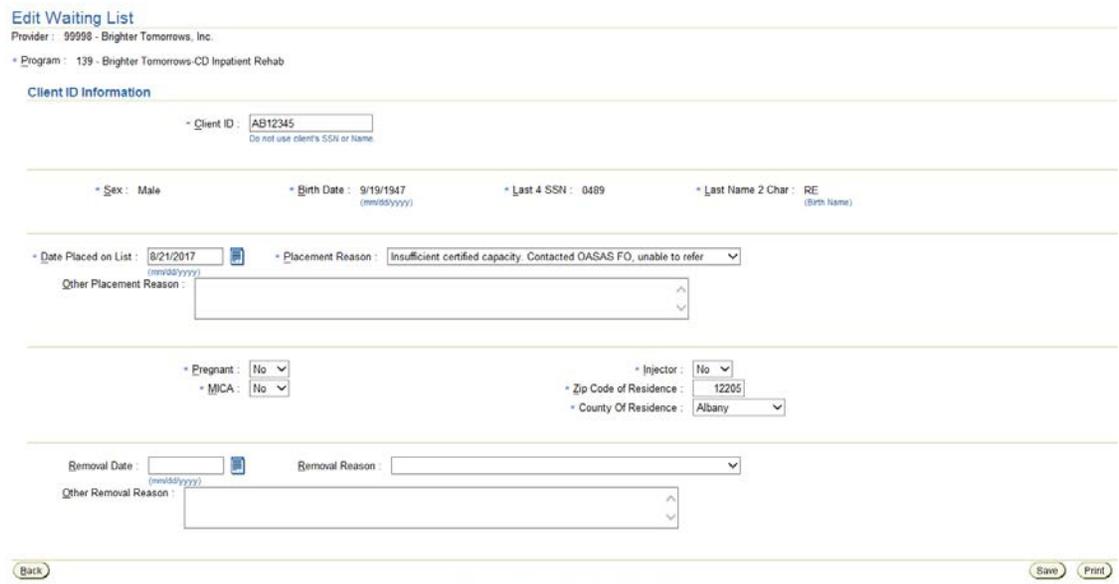
Step	Instructions	Image
20a	Then, select the appropriate program from the Program dropdown list.	

Step	Instructions	Image
<p>20b</p>	<p>Next, you must either enter specific applicant identifying information under the Client ID Information section to select one applicant or, instead, leave the information blank to get a list of all applicants on the selected program’s waiting list. If program information is left blank, you will get a list of all applicants on the waiting lists of all of the provider’s programs.</p> <p>In this User Guide example, all of the applicant identifying information is being left blank, except for Client Status, which is set as Active. This will result in a list of all active applicant names that are on the waiting list for the chosen program.</p> <p>NOTE: When removing an applicant from the waiting list, it is often helpful to choose a Client Status of Active to limit the search results list to only those currently on the list.</p> <p>To do this, first click the down arrow for the Client Status field to open the dropdown list.</p>	 <p>The screenshot shows a web form titled "Waiting List Search". At the top, it displays "Provider : 99998 - Brighter Tomorrows, Inc." and "Program : 139 - Brighter Tomorrows-CD Inpatient Rehab" with a dropdown arrow. Below this is a section titled "Client ID Information". The "Client ID" field is empty. The "Client Status" dropdown menu is highlighted with a red rectangular box. Below it are "Date Placed On List" fields for "From" and "To", both empty, with calendar icons and "(mm/dd/yyyy)" format indicators. At the bottom, there are fields for "Sex" (dropdown), "Birth Date" (calendar icon, "(mm/dd/yyyy)"), "Last 4 SSN", and "Last Name 2 Char".</p>

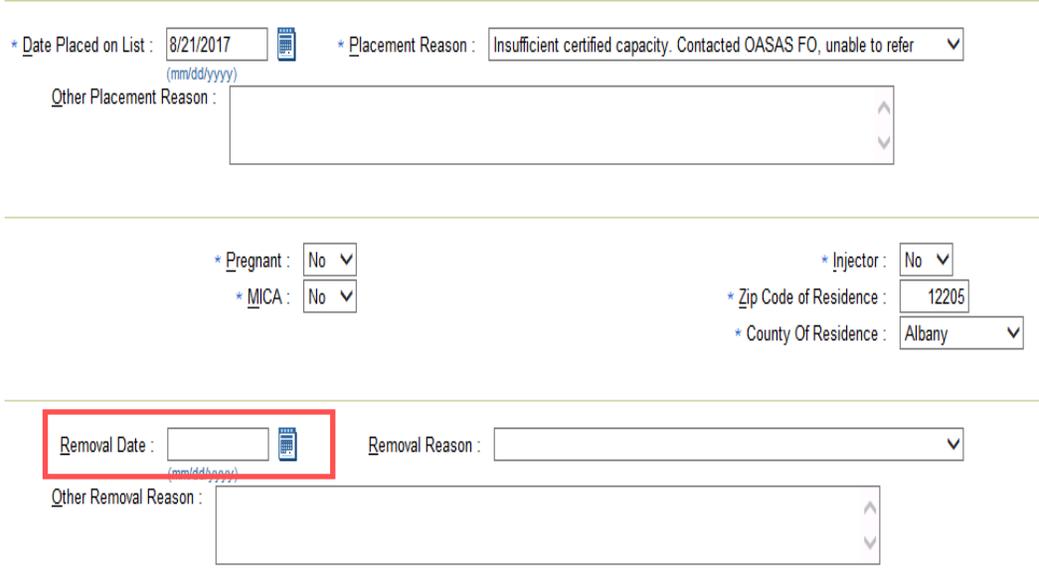
Enter Waiting List Placement and Removal

Step	Instructions	Image
2	Next, select "Active" from the Client Status dropdown list.	 <p>The screenshot shows the 'Waiting List Search' interface. At the top, it displays 'Provider : 99998 - Brighter Tomorrows, Inc.' and 'Program : 139 - Brighter Tomorrows-CD Inpatient Rehab'. Below this is the 'Client ID Information' section with fields for Client ID, Client Status, Date Placed On List (From and To), Sex, Birth Date, Last 4 SSN, and Last Name. The 'Client Status' dropdown menu is open, and the 'Active' option is highlighted with a red box.</p>
22	Finally, click the Find button to view the list of clients on the waiting list.	 <p>This screenshot shows the same 'Waiting List Search' form, but now the 'Client Status' dropdown is set to 'Active'. At the bottom of the form, there are three buttons: 'Back', 'Find', and 'New Waiting List'. The 'Find' button is highlighted with a red box.</p>

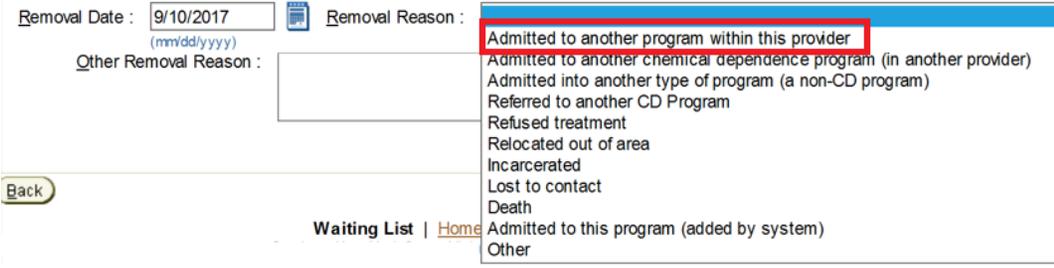
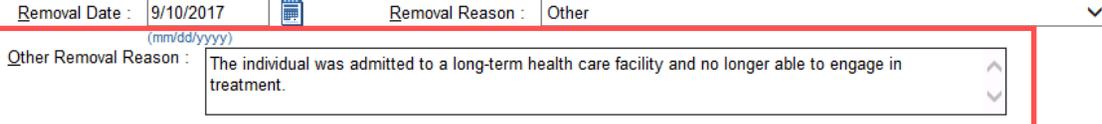
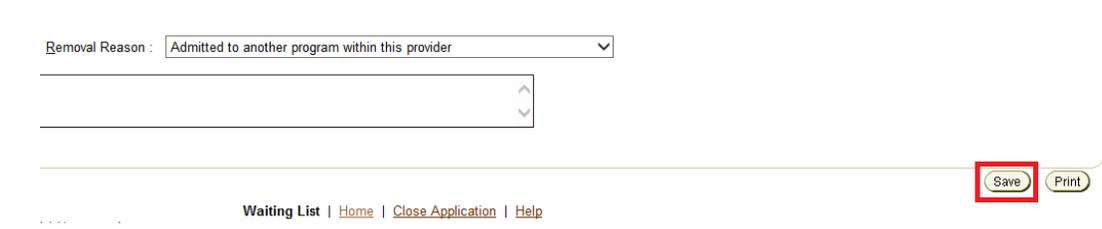
Step	Instructions	Image																																								
<p>23</p>	<p>This brings you to the “<i>Waiting List Search Results</i>” page. If you have a long list of results, then you may want to sort the results according to some criteria. This page allows you to sort by any criteria visible on the page, e.g., Program No, Birth Date or Date Placed on List. Simply click the shaded column heading to sort the results of that field in ascending order. If you want to reverse the order of the sort (i.e., descending order), click the same shaded column heading again.</p> <p>For example, if you click on the Date Placed on List column heading, it will start the list with the oldest entry. If you click on it again, it will start with the newest.</p> <p>In this example, we click on the Date Placed on List column heading to sort the list.</p>	 <p>Waiting List Search Results Provider : 99998 - Brighter Tomorrows, Inc.</p> <p>Select CDS - Waiting List</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Program No</th> <th>Client ID</th> <th>Sex</th> <th>Birth Date</th> <th>Last 4 SSN</th> <th>Last Name 2 Char</th> <th>Date Placed on List</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td>139</td> <td>080217A</td> <td>Female</td> <td>2/2/2000</td> <td>2356</td> <td>PO</td> <td>8/1/2017</td> </tr> <tr> <td><input type="radio"/></td> <td>139</td> <td>AB12345</td> <td>Male</td> <td>9/19/1947</td> <td>0489</td> <td>RE</td> <td>8/21/2017</td> </tr> <tr> <td><input type="radio"/></td> <td>139</td> <td>TE6523</td> <td>Female</td> <td>8/5/1989</td> <td>1236</td> <td>WE</td> <td>7/31/2017</td> </tr> <tr> <td><input type="radio"/></td> <td>139</td> <td>PO9897</td> <td>Female</td> <td>6/8/1999</td> <td>9652</td> <td>LI</td> <td>9/1/2017</td> </tr> </tbody> </table> <p>Back</p> <p>Waiting List Home Close Application Help</p>	Select	Program No	Client ID	Sex	Birth Date	Last 4 SSN	Last Name 2 Char	Date Placed on List	<input type="radio"/>	139	080217A	Female	2/2/2000	2356	PO	8/1/2017	<input type="radio"/>	139	AB12345	Male	9/19/1947	0489	RE	8/21/2017	<input type="radio"/>	139	TE6523	Female	8/5/1989	1236	WE	7/31/2017	<input type="radio"/>	139	PO9897	Female	6/8/1999	9652	LI	9/1/2017
Select	Program No	Client ID	Sex	Birth Date	Last 4 SSN	Last Name 2 Char	Date Placed on List																																			
<input type="radio"/>	139	080217A	Female	2/2/2000	2356	PO	8/1/2017																																			
<input type="radio"/>	139	AB12345	Male	9/19/1947	0489	RE	8/21/2017																																			
<input type="radio"/>	139	TE6523	Female	8/5/1989	1236	WE	7/31/2017																																			
<input type="radio"/>	139	PO9897	Female	6/8/1999	9652	LI	9/1/2017																																			
<p>24</p>	<p>Here you see the results list resorted by Date Placed on List (i.e., from least to most recent).</p> <p>For this User Guide, we have chosen to remove the third applicant.</p> <p>To select the applicant that you wish to remove, you must click the Select radio button (<input type="radio"/>) next to the chosen client.</p>	 <p>Waiting List Search Results Provider : 99998 - Brighter Tomorrows, Inc.</p> <p>Select CDS - Waiting List</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Program No</th> <th>Client ID</th> <th>Sex</th> <th>Birth Date</th> <th>Last 4 SSN</th> <th>Last Name 2 Char</th> <th>Date Placed on List</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td>139</td> <td>080217A</td> <td>Female</td> <td>2/2/2000</td> <td>2356</td> <td>PO</td> <td>8/1/2017</td> </tr> <tr> <td><input type="radio"/></td> <td>139</td> <td>AB12345</td> <td>Male</td> <td>9/19/1947</td> <td>0489</td> <td>RE</td> <td>8/21/2017</td> </tr> <tr> <td><input checked="" type="radio"/></td> <td>139</td> <td>TE6523</td> <td>Female</td> <td>8/5/1989</td> <td>1236</td> <td>WE</td> <td>7/31/2017</td> </tr> <tr> <td><input type="radio"/></td> <td>139</td> <td>PO9897</td> <td>Female</td> <td>6/8/1999</td> <td>9652</td> <td>LI</td> <td>9/1/2017</td> </tr> </tbody> </table> <p>Back</p> <p>Waiting List Home Close Application Help</p>	Select	Program No	Client ID	Sex	Birth Date	Last 4 SSN	Last Name 2 Char	Date Placed on List	<input type="radio"/>	139	080217A	Female	2/2/2000	2356	PO	8/1/2017	<input type="radio"/>	139	AB12345	Male	9/19/1947	0489	RE	8/21/2017	<input checked="" type="radio"/>	139	TE6523	Female	8/5/1989	1236	WE	7/31/2017	<input type="radio"/>	139	PO9897	Female	6/8/1999	9652	LI	9/1/2017
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Step	Instructions	Image																									
25	<p>Next you will click the Update button to open the “<i>Edit Waiting List</i>” page.</p>	 <p>The screenshot shows a green header bar with an Update button highlighted in a red box. Below it is a table with the following data:</p> <table border="1"> <thead> <tr> <th>Date Placed on List</th> <th>Pregnant</th> <th>Injector</th> <th>MICA</th> <th>Days Waiting</th> </tr> </thead> <tbody> <tr> <td>8/1/2017</td> <td>Yes</td> <td>Yes</td> <td>No</td> <td>41</td> </tr> <tr> <td>8/21/2017</td> <td>No</td> <td>No</td> <td>No</td> <td>21</td> </tr> <tr> <td>7/31/2017</td> <td>No</td> <td>No</td> <td>Yes</td> <td>42</td> </tr> <tr> <td>9/1/2017</td> <td>No</td> <td>Yes</td> <td>No</td> <td>10</td> </tr> </tbody> </table> <p>Below the table are buttons for New Waiting List and Print, and a link for tion Help.</p>	Date Placed on List	Pregnant	Injector	MICA	Days Waiting	8/1/2017	Yes	Yes	No	41	8/21/2017	No	No	No	21	7/31/2017	No	No	Yes	42	9/1/2017	No	Yes	No	10
Date Placed on List	Pregnant	Injector	MICA	Days Waiting																							
8/1/2017	Yes	Yes	No	41																							
8/21/2017	No	No	No	21																							
7/31/2017	No	No	Yes	42																							
9/1/2017	No	Yes	No	10																							
26	<p>You now see the “<i>Edit Waiting List</i>” page containing the selected applicant’s information.</p> <p>NOTE: In addition to removing an applicant from the waiting list, you may also use this screen to edit existing information for an applicant.</p> <p>You must scroll down to see the Removal Date and Removal Reason fields.</p>	 <p>The screenshot shows the Edit Waiting List form. It includes the following fields and options:</p> <ul style="list-style-type: none"> Provider: 99998 - Brighter Tomorrows, Inc. Program: 139 - Brighter Tomorrows-CD Inpatient Rehab Client ID Information: Client ID: AB12345 (Do not use client's SSN or Name) Demographics: Sex: Male, Birth Date: 9/19/1947, Last 4 SSN: 0489, Last Name 2 Char: RE Placement Information: Date Placed on List: 8/21/2017, Placement Reason: Insufficient certified capacity. Contacted QASAS FO, unable to refer. Other Placement Reason: (text field) Medical Status: Pregnant: No, MICA: No, Injector: No, Zip Code of Residence: 12205, County Of Residence: Albany Removal Information: Removal Date: (text field), Removal Reason: (dropdown menu), Other Removal Reason: (text field) <p>Buttons for Back, Save, and Print are visible at the bottom.</p>																									

Enter Waiting List Placement and Removal

Step	Instructions	Image
<p>27</p>	<p>You must enter the date that the applicant is being removed from the waiting list into the Removal Date field.</p> <p>To do this, you can type the date in the textbox or click on the calendar icon next to the Removal Date textbox.</p> <p>For this User Guide, we are using the date of “09/10/2017.”</p>	 <p>The screenshot shows a form with several fields. At the top, the 'Date Placed on List' is set to 8/21/2017 and the 'Placement Reason' is 'Insufficient certified capacity. Contacted OASAS FO, unable to refer'. Below this, there are checkboxes for 'Pregnant' and 'MICA', both set to 'No'. There are also dropdowns for 'Injector' (set to 'No') and 'County Of Residence' (set to 'Albany'). The 'Zip Code of Residence' is 12205. The 'Removal Date' field is highlighted with a red box and contains the date 9/10/2017. The 'Removal Reason' field is also highlighted with a red box and is currently empty.</p>
<p>28</p>	<p>Once you have entered the Removal Date, press the Tab key twice to move to the Removal Reason field or use the mouse to click on the dropdown.</p> <p>This Removal Reason field has a dropdown list containing ten different reasons that an applicant might be removed from the waiting list.</p> <p>Next, click on the down arrow for the Removal Reason field.</p>	 <p>The screenshot shows the same form as in step 27, but now the 'Removal Reason' dropdown menu is open and highlighted with a red box. The 'Removal Date' field still contains 9/10/2017.</p>

Enter Waiting List Placement and Removal

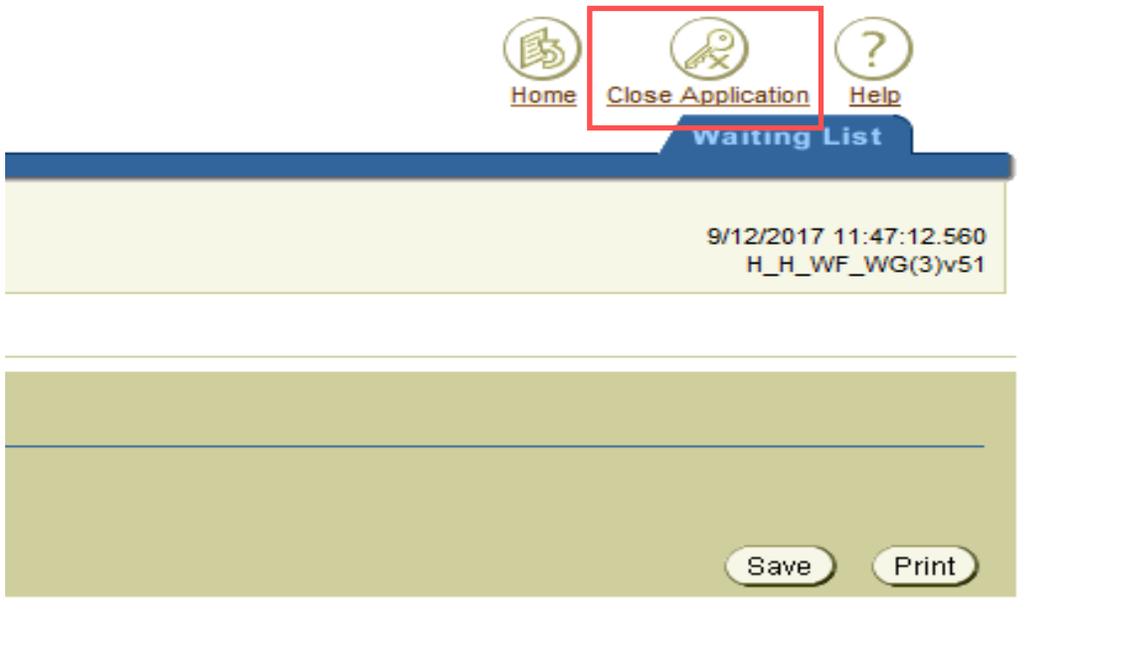
Step	Instructions	Image
29a	<p>Select the appropriate entry from the Removal Reason field.</p> <p>For this User Guide example, “Admitted into another program within this provider” is selected.</p>	
29b	<p>If ‘Other’ is selected from the dropdown list, then a brief narrative must be entered in the Other Removal Reason text box.</p>	
30	<p>Click the Save button to complete the removal transaction.</p>	

Step	Instructions	Image
<p>31</p>	<p>When the transaction has been saved, you will see the following confirmation message: <i>“Transaction completed successfully.”</i></p> <p>This indicates that the person has been successfully removed from the list of Active applicants.</p>	<p>Edit Waiting List</p> <p>Information</p> <p>- Transaction completed successfully!</p> <p>Back</p> <p>Provider : 99998 - Brighter Tomorrows, Inc.</p> <p>* Program : 139 - Brighter Tomorrows-CD Inpatient Rehab</p> <p>Client ID Information</p> <p>* Client ID : <input type="text" value="AB12345"/></p> <p>Do not use client's SSN or Name.</p> <p>* Sex : Male</p> <p>* Birth Date : 9/19/1947 (mm/dd/yyyy)</p>

Enter Waiting List Placement and Removal

Step	Instructions	Image
32	To return to the “CDS Home” page to perform a different task, you can click Home at the top of the page.	

Enter Waiting List Placement and Removal

Step	Instructions	Image
33	Once you are finished entering transactions, you can return to the <i>OASAS Applications</i> page by clicking on the Close Application button to exit the application.	 A screenshot of a web application interface. At the top right, there are three circular icons: a home icon labeled 'Home', a key icon labeled 'Close Application' (which is highlighted with a red rectangular box), and a question mark icon labeled 'Help'. Below these icons is a blue tab labeled 'Waiting List'. Underneath the tab, there is a light yellow box containing the text '9/12/2017 11:47:12.560' and 'H_H_WF_WG(3)v51'. At the bottom right of the interface, there are two buttons: 'Save' and 'Print'.